



**DEPARTMENT OF THE AIR FORCE
DETACHMENT 4, 18TH WEATHER SQUADRON (ACC)
FORT CAMPBELL, KENTUCKY**

13 March 2014

MEMORANDUM FOR INBOUND

FROM: DET 4, 18 WS
G7135 H Avenue
Fort Campbell, KY 42223

SUBJECT: Fort Campbell Assignment

1. Congratulations on your assignment to the Detachment 4, 18 Weather Squadron. You have been selected for assignment to the Air Force's number one battlefield weather unit! We are a detachment geographically separated from our headquarters, the 18th Weather Squadron, located at Fort Bragg, NC. We are also Air Force Weather's largest unit below a squadron. Our primary mission is to support the 101st Airborne Division (Air Assault), its four Combat Brigade Teams, the 101st and 159th Combat Aviation Brigades by providing skilled Battlefield Weather Airmen in direct support of Overseas Contingency Operations. Our day-to-day mission focuses on the airfield services at the two airfields/helipads on the Fort Campbell installation, integrating with our supported units, and training for tactical weather operations. We have a very exciting and complex mission with opportunities to support or perform tactical airborne operations, air assault missions, and aircraft maneuver operations. I encourage you to prepare for and attend the U.S. Army Air Assault Course. Very few individuals in the Air Force Weather community have the opportunity to attend, so I implore you to take advantage of your opportunity to immerse yourself in your supported unit's mission. I know you will find your assignment to Det 4 one of the most exciting and rewarding assignments of your career.

2. You will be assigned a sponsor who will assist you in making your move to Fort Campbell a smooth one. Their letter or email will contain more detailed information on our unit and life in Clarksville, TN.

3. I've attached our newly updated Standards OI. I encourage you to read this prior to your arrival so you can understand Det 4's basic operations.

3. If you need anything during your transition, contact us at DSN 352-4231, commercial 270-412-4231. Again, welcome to the Detachment 4, 18th Weather Squadron; we look forward to your arrival!

DOUGLAS A. OLTMER, Capt, USAF
Commander



DETACHMENT 4, 18TH WEATHER SQUADRON OPERATING INSTRUCTIONS

1 SEPTEMBER 2013

Incorporating Change 2, 13 JANUARY 2014



UNIT STANDARDS POLICIES

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CHAPTER 1 – CONCEPT

1.1. Detachment 4 standards are the expectations/rules that guide our day-to-day operations and combat capability toward excellence. All personnel will learn, adhere to, and enforce these standards.

1.2. Detachment leadership is a generic term that refers to the Commander, Det Superintendent, Officers in Charge (OIC), Operations NCOIC, or anyone placed in a position of leadership by those mentioned above.

CHAPTER 2 – SAFETY

2.1. Safety is of the utmost importance to detachment operations. We can mitigate many potentially hazardous circumstances by following the guidelines below.

2.2. Operational Risk Management (ORM). The basic goal of the Det 4, 18 WS Operational Risk Management Program is to maximize training and mission accomplishment while minimizing risk. Specific ORM procedures can be found in the airfield SOP 1-11.

2.3. Common Terms You Should Know:

2.3.1. Mishap: An unplanned or unsought event, or series of events, resulting in death, injury, occupational illness, or damage to, or loss of, equipment or property.

2.3.2. Risk Assessment: An evaluation of possible loss in terms of hazard or deficiency severity and mishap probability.

2.4. All Airmen are safety enforcers. All hazards and violations of safety requirements will be corrected and/or reported as soon as possible. Supervisors will apply ORM principles and processes to day-to-day operations.

2.4.1. Supervisors will brief new personnel upon arrival, and any subordinates annually, using the squadron's Job Safety Training Outline. Training will be documented on an AF Form 55. Refer to the Safety Rep for guidance.

2.4.2. Per HQ policy, airmen traveling outside the local area who are 26 years of age and younger will fill out an AF Form 4392, submit to and receive a briefing from their supervisor (or alternate in the chain of command). Any personnel driving over 350 miles must similarly submit this form.

2.5. All on and off duty mishaps for active duty personnel, and all on-duty mishaps for civilians, will be reported to the detachment Safety Rep and their respective supervisor within one duty day of the incident IAW 18 ASOG and 18 WS OIs and policies.

2.6. Members will inform their supervisors prior to engaging in potentially high risk activities, such as rock climbing, hang gliding, water skiing, etc. Once notified, supervisors will brief subordinates prior to members' participation in these activities using AF Form 4391, High Risk Activities Worksheet.

CHAPTER 3 -- OPERATIONS

3.1. Duty Day.

3.1.1. The normal duty day for administrative shifts begins at 0700L and close of business is 1600L; Monday through Friday.

3.1.2. Duty days for personnel working weather station shifts at Campbell AAF are posted on the duty schedule.

3.1.3. Members must have direct supervisor approval prior to any schedule deviation; coordination through the Ops NCOIC and/or Det leadership is required.

3.1.4. Seasonal adjustments will be made per Det leadership to adjust to changing weather conditions and traffic.

3.2. Daily Operations.

3.2.1. Monday through Friday, METCON begins at 0900L. Unless otherwise specified, METCON will focus on impacts to operations and OCO weather. All available personnel will be present.

3.2.2. Following each METCON the Ops NCOIC will prioritize and assign daily tasks to maximize utilization of personnel to ensure mission accomplishment.

3.3. Weekly, Monthly and Quarterly Operations.

3.3.1. Mondays: Det leadership will meet for the weekly 18 WS staff meeting at 1000L.

3.3.2. Tuesdays: Det leadership will meet for the bimonthly Det 4 staff meeting at 0930L. All section POCs (or his/her designated alternate) will update their slides, regardless of attendance, NLT 1600 the duty day prior.

3.3.3. Weather Equipment PMIs: Perform equipment PMIs as outlined in Det Tactical OI. PMIs will be done using the equipment SOPs. Equipment PMI dates will not exceed 6 months. PMIs will be documented in the Equipment Database managed by TRF NCOIC.

3.3.4. Continuation Training: Completion suspenses are set by the Weather Station Lead Meteorological Manager.

3.3.5. Within the first week of each month, Vehicle NCOs will assign personnel to dispatch both government vehicles at the Transportation Motor Pool (TMP) and conduct minor maintenance as required. In the absence of a Vehicle NCO, the Ops NCOIC will assign personnel.

3.4. Semi-Annual Operations: Equipment inventory, hand receipt updates and storage facility cleaning will be conducted at minimum at the beginning and midway through the fiscal year (e.g. October and April).

3.5. Uniforms and Equipment: Personnel will wear uniforms IAW AFI 36-2903.

3.5.1. Berets: Jumpers will wear the grey beret as their primary head gear with the following exceptions: berets will not be worn during jump operations, in a field training environment, or at the discretion of the jumper during inclement weather.

3.5.2. Patrol Caps (PC): PCs are the primary head gear for non-jump weather personnel.

3.5.3. Equipment.

35.3.1. CIF (Central Issue Facility): Personnel will pull CIF equipment during initial in-processing through the unit. Returnable CIF gear must be tracked and returned.

3.5.3.2. RFI (Rapid Fielding Initiative): Personnel tasked to deploy will coordinate with the UDM to draw RFI items specific to their deployment. Items that are not included in RFI, but are required for deployment will be coordinated for purchase through the UDM. Upon redeployment, all accountable items will be returned to RFI.

3.5.3.3. Personnel are fiscally responsible for all issued equipment and uniform items; very few CIF items are considered unaccountable. Personnel must ensure that they keep track of which items belong to which program (CIF and RFI).

3.6. No Hat and No Salute Areas: The CAAF flight-line, 19 Air Support Operations Squadron (ASOS) fenced compound (per ASOS policy), smoking area located by the tree near the ASOS fence-line, Building G7135, and the TRF area behind the fence are “no hat, no salute” areas.

3.7. Tobacco Use: Tobacco use is discouraged. For personnel who choose to smoke, the designated smoking area for G7135 is located by the tree near the ASOS fence-line. The tobacco use area for the Tactical Readiness Facility (TRF) is next to the Port-o-John on the side of the TRF building. Smokers will dispose of cigarette butts in a designated receptacle at each location. Smokers will police the smoking area to ensure cigarette trash is not left in the area.

3.8. Parking: If TDY or on leave, personnel may park their POV at their own risk in G7135 parking lot. If opting to do so, personnel must leave a set of keys with the Ops NCOIC and park at the far end of the parking lot.

3.9. Cell Phones: Personal cell phones will be kept on vibrate or turned off during briefings. Detachment cell phones are for official use only. Brief calls to family members are authorized. CAB SWO phones will be used during JRTC/NTC rotations. Personnel designated to lead a rotation and weather team will coordinate with the applicable CAB SWOs to obtain cell phones.

3.10. Parachute Operations.

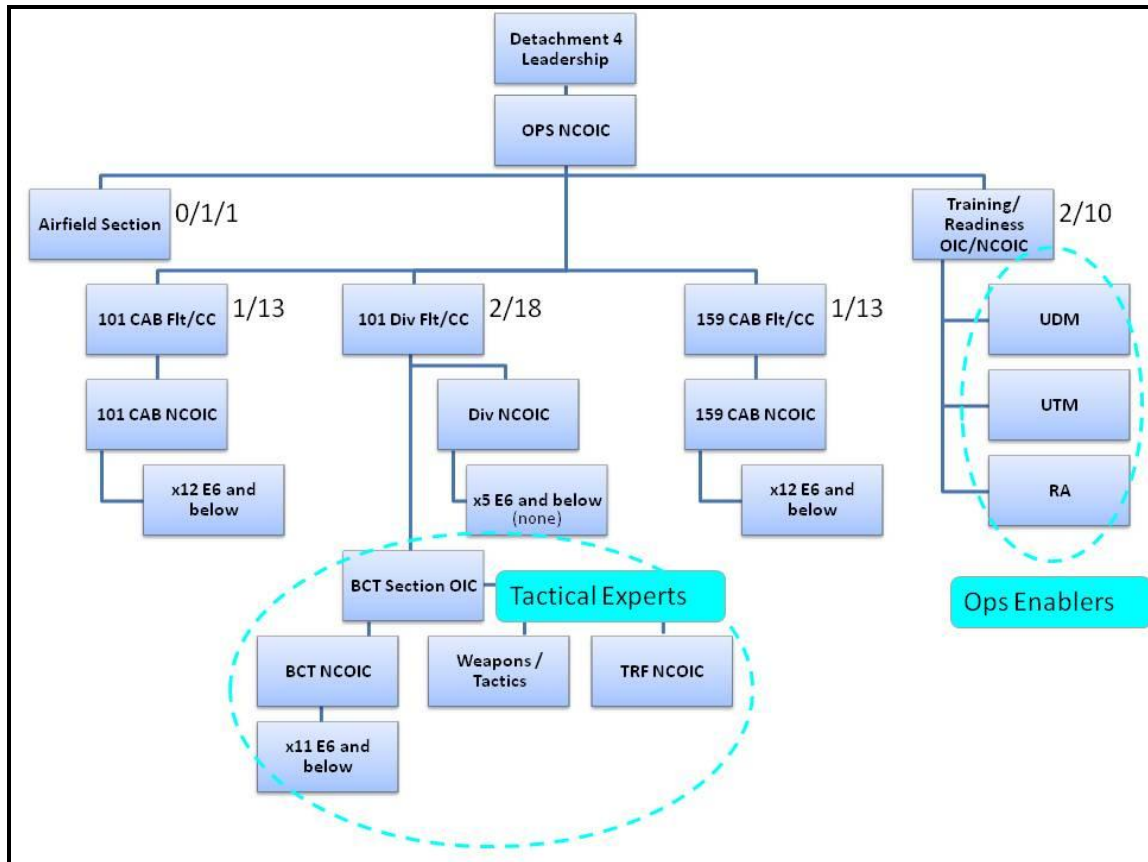
3.10.1. Jump qualified personnel should jump once per month to maintain proficiency. To maintain pay, jumpers must jump once per quarter. Minimum squadron jump goals are one each of static-line, equipment, night time, tactical, and jump-master (when applicable) jump per quarter.

3.10.2. All airborne personnel will update their flight physicals annually and review the PRF monthly.

3.10.3. It is the jumper’s responsibility to ensure they do not get into a pay loss status.

3.11. Detachment Organization and Key Positions.

3.11.1. The following organizational chart provides a general overview of key detachment positions. Some of the positions will be filled by one person (e.g. the Det CC can also be the DIV SWO). Generally, forecasters new to Battlefield Weather will first spend time providing CAB support. As personnel gain experience and rank, they will be funneled to positions with a higher knowledge base and increased responsibilities, such as the BCT Flight.



3.11.2. Commander and Det Superintendent: The Commander and Det Superintendent are responsible for overall operations and administration of the Detachment. The Commander has all command authority over the members of the Detachment. The Det Superintendent is primarily tasked with overseeing and managing administrative in-processing, enlisted management and career development, performance reviews, and recognition programs.

3.11.3. Division SWO: Typically a position dual-hatted by the Det CC. The Div SWO is responsible for coordinating and arranging support for all Div HQ operations, and is responsible for ensuring Div-level exercise requirements are captured, documented, and coordinated. The Div SWO will coordinate with 18 WS/DO or ADO for manning and situational awareness.

3.11.4. Division NCOIC: The Division NCOIC works directly with the Division SWO in supporting Division requirements. They will also coordinate more directly with the BCT NCO to ensure BCT operations are covered and coordinated to include BCT meetings.

3.11.5. CAB OIC: CAB OICs serve as the primary liaison between each of the CABs. They are responsible for ensuring all CAB operations receive proper support and all appropriate planning and training meetings are attended. The CAB OIC will be responsible for coordinating resources and support between CAB and Weather Station operations. They will also coordinate operations with the Div SWO. The CAB OIC is “in-charge” of their flight’s personnel, although ADCON may not fall within the flight. OICs/NCOICs will coordinate to ensure required support is provided to their respective CAB by potentially sharing personnel due to the current manning levels.

3.11.6. CAB NCOICs: CAB NCOICs serve as the primary enlisted liaison between each of the CABs. They are responsible for the execution of all CAB operations, as well as covering the OIC’s duties in their absence. The CAB NCOIC is also the senior enlisted member in their respective “flight” and will provide

administrative and personnel oversight of their members and be the enlisted liaison for the Det Superintendent for their respective flights.

3.11.6. BCT OIC: The BCT OIC is responsible for managing overall BCT support. The BCT OIC will coordinate weather support for BCT operations to include exercises and UAV ops. The BCT OIC will be “in-charge” of their sections’ personnel, although ADCON may not fall within the section. OICs/NCOICs will coordinate to ensure required support is provided to their respective BCT by potentially sharing personnel due to the current manning levels.

3.11.6. BCT NCOIC: The BCT NCOIC will serve as the primary enlisted liaison for all BCT operations. They are responsible for planning/execution of all BCT exercises and support, as well as covering the OIC’s duties in their absence. The BCT NCOIC is also the senior enlisted member in their respective “section” and will provide administrative and personnel oversight of their members and be the enlisted liaison for the Det Superintendent for their respective section. *Note: BCT SWOs will serve as Subject Matter Experts (SME) on weapons, tactics, and TACMET. BCT assigned personnel will ideally have one prior deployment with an AVN unit and are expected to graduate from the Sabalauski Air Assault School.*

3.11.7. Ops Enablers: The Training/Readiness NCOIC overseas personnel designated as ops enablers (UDM, UTM, RA, Weapons/Tactics NCOIC and TRF NCOIC). The Training/Readiness NCOIC and Ops NCOIC will work closely together to ensure personnel are basic and combat mission qualified and able to fulfill their tasks.

3.11.7.1. Weapons/Tactics (W/T) NCOIC: This individual is overall responsible for the Det shooting program. They will coordinate with the UTM on shooting requirements and ensure ranges are scheduled quarterly. They will ensure an appropriate number of individuals are trained as RSO (etc.) to properly/safely run ranges. They are in-charge of the armory (or oversee the armorer) and will coordinate with the Div OIC/NCOIC to ensure the Div ammo account is supplied. The W/T NCOIC will also be the keeper of all pre-deployment exercise knowledge (i.e., exercise/deployment AARs/TTPs) and will help prep teams in coordination with the TRF NCOIC prior to exercise/deployment. They will coordinate with the HQ W/T OIC/NCOIC to acquire these documents across the Sq.

3.11.7.2. TRF NCOIC: This individual is the person in-charge of maintaining equipment located in the TRF, to include PMIs of TMOS’, keeping the access database up-to-date, coordinating with the hand receipt holders before any equipment leaves the TRF.

3.11.8. ASE (Airfield Services/Weather Station) Manager (CIV): The ASE Manager is responsible for coordinating garrison support as well as execution of CAAF support through daily weather station operations. Operations affecting ASE functions will be coordinated with the ASE manager or NCOIC prior to implementing, unless directed by the Det CC or Det Superintendent.

3.11.9. ASE NCOIC: The ASE NCOIC is the senior ranking enlisted member in the weather station and is in charge of daily ops in coordination with the ASE Manager. They will prepare monthly reports, coordinate changes to SOPs and enforce standards and ensure proper procedures are being followed. They will also coordinate with the ASE Manager to assign forecast reviews as well as checkride individuals.

3.12. Government Vehicle.

3.12.1. Reserve Det TMP vehicles through the Ops NCOIC. If the NCOIC is not available contact the Vehicle Control Officers or Det leadership.

3.12.2. To fuel vehicles, use the GOV credit card located in the pouch on the key chain or the fuel key assigned to the vehicle.

3.12.3. To use one of the Det HMMWV’s, arrange use through the (CAB, DIV, or TRF) SWO/NCO and/or TRF NCOIC.

CHAPTER 4 - SCHEDULING

4.1. All personnel will have individual inputs to the Ops NCOIC by COB on the 15th day of the month. At a minimum, a draft schedule will be posted by COB on the 25th day of the month. Deadlines that fall on a weekend or holiday are due the next duty day. All schedule changes are done through the Airfield Services NCOIC, Ops NCOIC, Det Superintendent or the Det CC. Only the Ops NCOIC (or the designated individual in his/her absence) is authorized to change the duty schedule.

4.2. Post-Deployment: Personnel will report for duty in utility uniform on the next duty day after returning home. They will have three days to conduct in-processing actions; highest priority actions include filing their travel voucher, returning medical records, completing After Action Reports (if not completed downrange), and cleaning weapons.

4.2.1. Each member will provide a digital copy of their deployment Letter of Evaluation (LOE) to their supervisor. If the deployed member did not receive an LOE, they must track it through the 18 WS CSS in order to do so.

4.2.2. R&R: IAW ACC Post-Deployment Stand-Down Policy (dated Jul 99): Members are allowed 10 days of "local area" duty and a 4-day special pass where travel is permitted beyond the "local area". Per AFI 36-3003, the local area is the place where the Member lives and from which he or she commutes to the duty station. Members will adhere to guidance listed in the policy. The 10 days of "local area" duty are to complete personal post-deployment actions and should be treated like a duty day without reporting to work (for a local area definition see AFI 36-3003, Chapter 6).

4.2.3. Members can treat 2, 3, or 4-day weekends as 2, 3, or 4-day regular passes.

4.2.4. Members must coordinate through their respective supervisors, who will contact the Ops NCOIC on their behalf and place all passes on the Ops Planner Calendar. Contact the Det CC/Det Superintendent for policy clarification. All unfinished in-processing actions will be completed on R&R or as coordinated with the Det UDM.

4.2.5. The first day of R&R will start on the FOURTH DAY after in-processing began.

4.3. Post-Exercise Support.

4.3.1. Personnel who support a TDY exercise exceeding 21 days in length, such as JRTC or NTC, qualify for a 3-day pass. Personnel who support a TDY exercise 14-20 days in length qualify for a 1-day pass. The Det CC, Det Superintendent, or Ops NCOIC is the approving authority. 1-day pass requests for personnel who support a TDY exercise less than 14 days in length will be at the discretion of the Det CC.

4.3.2. Post-exercise passes must be taken within the 90-day period immediately following return, unless operational or extenuating circumstances prevent the member from doing so, e.g. back-to-back exercises or TDYs. In this case, the Det CC is the approving authority for pass extension beyond 90 days.

CHAPTER 5 – PHYSICAL TRAINING (PT)

5.1. All personnel will perform at least one hour of physical fitness training per duty day, to include warm-ups and calisthenics, unless excused by their supervisor due to shift work or other duties.

5.2. Normal PT formation is at 0700L sharp, Monday through Friday. Formation time may be modified for seasonal adjustment or to meet mission requirements by the Det CC, Det Superintendent, UFPM, or scheduled Physical Training Leader (PTL). All Det members scheduled for administrative shifts will be in uniform and ready to begin training at formation time.

5.2.1. PT is conducted in two groups: Alpha and Bravo. Alpha Group follows the workouts as detailed in the PT schedule. Personnel with official or diagnostic PT scores below 80% fall into Bravo Group, which follows workouts as prescribed by the Bravo Group PTL. Bravo Group is not permitted self-directed PT during duty hours nor allowed to participate in Friday Frisbee.

5.2.2. Shift workers who fall into Bravo Group must report in official PT uniform (PTU) to the Trailer to complete supervised PT Monday through Friday, at the times specified below:

1. Mid Shift: 0715-0815L (following shift)
2. Day Shift: 1515-1615L (following shift)
3. Swing Shift: 1245-1345L (before shift)

5.2.3. Release from the Bravo program is ONLY permitted when an individual who scored below an 80% on an official FA replaces it with a score of 80% or better. If an individual scored below an 80% on a diagnostic test, it must be replaced with a score of 80% or better on either an official FA or diagnostic.

5.2.4. Profilers will still PT within their profile limits either with Alpha Group or on their own if their profile limits them from Alpha Groups activities. If an individual on a profile fails a diagnostic or official, he/she falls into Bravo Group criteria and is required to PT with Bravo Group.

5.2.5. With the exception of Wednesdays, the Det will conduct group PT as prescribed by the PT Schedule or the UFPM/PTL present that day. On Wednesdays, members will conduct self-directed or participate in group workouts depending upon the category in which they fall (see PT incentive program below). All personnel will meet at the detachment (or previously designated alternate location) for accountability prior to dismissal for individual training. Personnel will be released by Det leadership or the PTL.

5.2.7. One day of the PT schedule will consist of a team event (e.g. Ultimate Frisbee), unless otherwise directed by Det leadership. Profilers are not permitted to participate in these events, but will perform PT as directed by the present PTL.

5.2.8. All members will conduct at least one 4-6.5-mile run and 6.5-mile ruck march, and all Air Assault members/candidates will conduct a 12-mile ruck march when a candidate is conducting the AASLT prerequisite. The UFPM will schedule one of each event per month. Personnel not present for the scheduled events are encouraged to accomplish them on their own time or during days identified as self-directed (for applicable personnel).

5.3. PT uniform.

5.3.1. The Air Force PTU will be worn Monday through Friday, with the following exceptions: Personnel who qualify under the PT incentive program (Alpha) may wear the alternate Det PTU or civilian fitness clothes on Wednesdays and the last duty day of the week. Individuals with “excellent” PT scores (90% or greater) are authorized to wear the alternate PT uniform Monday through Friday.

5.3.2. The UFPM and Det leadership will decide on all other event uniforms (e.g. ruck marches), based on environmental conditions and installation regulations prior to executing the event.

5.3.3. Personnel will comply with AFI 36-2903 whether in Air Force or civilian PT attire.

5.4. The UFPM is responsible for drafting the Alpha Group PT schedule, and may designate a PTL for assistance. The UFPM must also maintain a copy of all fitness profiles in the detachment. Det leadership and the UFPM will determine an approved workout based upon recommendations from medical personnel and AF 422s generated by the HAWC.

5.5. All official Air Force PT tests will be coordinated through the UFPM and a member's respective supervisor. Tests will be conducted during normal PT hours when possible, and will only be administered by qualified personnel. At least two PTLs or at a minimum a PTL and an NCO will conduct PT tests. SNCO and Officers will perform PT tests in accordance to 18 ASOG and 18 WS policy. Test scores are tracked by the UFPM.

5.6. Incentive Program: Diagnostic PT tests will be completed monthly and are used to gauge physical fitness according to AF standards. Diagnostic test scores determine which category an individual falls in with regard to the Det PT Incentive Program as outlined below.

5.6.1. ALPHA - Scores 80 or higher:

1. 3-day pass earned for a score of 100 per testing cycle. Must be an official test with no exemptions, limit one per year.
2. 1-day pass earned for a score of 90+ per testing cycle. Must be an official test with no exemptions, limit one per year.
3. Self-directed workouts permitted Wednesdays following unit accountability.

5.6.2. BRAVO - Scores less than 80:

1. Group workouts directed by the designated Bravo PTL.
2. Document physical fitness activities on an AF FORM 1975. Supervisors review forms weekly and UFPM reviews forms monthly.

5.7. New personnel have a 45-day grace period from their official report in date in which they are exempt from a diagnostic/official PT test. Following the 45-day period, new personnel will complete the first diagnostic (or official when applicable) PT test available. If extenuating circumstances such as a TDY prevent this, he/she must schedule an alternative test date with the UFPM.

5.8. Personnel returning from deployment are required to take a diagnostic fitness test within 45 days of his/her first duty day following redeployment.

5.9. Personnel interested in additional PT time may forfeit their one hour lunch break in order to PT before the end of the duty day. Personnel must checkout at the detachment, and may begin no earlier than 1500.

CHAPTER 6 – TRAINING

6.1. In-processing, Initial Phase Training, and Special Duty Allowance Pay (SDAP) requirements: All initial training is required to be completed within 60 days. New arrivals are required to complete airfield or ASE certification, and all available tactical training as part of their in-processing. ASE NCOIC and UDM will monitor progress for their respective sections; however, supervisors are ultimately responsible for tracking all in-processing phases for their subordinates.

6.2. Recurring Phase Training: All phase training requirements are tracked by the UDM. OICs, NCOICs and individual supervisors are responsible for ensuring all recurring training is completed IAW 18 WS training instructions. Refer to the UDM/UTM for additional guidance.

6.3. Continuity Training: Completed monthly as outlined by the UTM and ASE leadership.

6.4. Friday Training: Typically, the last hour of the duty day on Friday afternoons (or Thursday in the event of a DONSA) is reserved for training. Personnel will avoid making appointments or attending non-mission essential meetings on Fridays between 1200-1600L. The Det UTM/UDM will identify training deficiencies and coordinate with the appropriate trainers.

6.5. SDAP policy. SDAP begins when members meet the criteria outlined in the 18 WS SDAP Policy Letter provided by the UDM. It is the UTM's responsibility to track SDAP training progress and work with the UDM to upgrade subordinate SDAP levels. It is the individual's responsibility to ensure they meet SDAP training timelines, submit the SDAP checklist with required initials to the UTM, and monitor their Leave and Earnings Statement for SDAP pay changes.

6.6. Det Training – Deployment Cycle.

6.6.1. Reset (Basic Qualification): During the first phase of the cycle new personnel will obtain basic qualification, which primarily involves ASE certification at the CAAF weather station.

6.6.2. Train: Training is the next phase of the cycle. During this phase members will support CAAF operations, support Ft Campbell unit's on-post activities (e.g. Gunneries, FTXs, etc), and attend formal training. SWO/LNOs will integrate into their supported unit, CAAF Weather Station support, and MQT (Mission Qualification Training – FTXs).

6.6.3. Exercise: Members will enter the third phase by attending the supported Army unit's JRTC/NTC/HAAMETS/HAATs rotations or Mission Readiness Exercises (MRX), conduct immersion training, accomplish combat mission readiness (CMR) tasks and obtain core task certifications.

6.6.4. Deployment: The last phase of the cycle is entered when members enter their deployment band and are tasked to support an Overseas Contingency Operation (OCO).

6.6.5. Redeployment: Personnel will recertify and work shifts at the CAAF weather station, take personal leave and integrate deployment AAR lessons and Tactics, Techniques, and Procedures into Det training events (e.g. FTXs).

6.7. Formal Training Opportunities: Det members are encouraged to pursue and volunteer for formal training opportunities.

6.7.1. Enlisted Airborne volunteers must provide a volunteer memo to the Det PPPM (Personnel Parachute Program Manager). The PPPM will then notify the volunteer of the current requirements for Airborne duty:

- a. Complete Class III flight physical documented on SF 88.
- b. Complete 18 ASOG Airborne 3-day PT test.
- c. Vacant J-coded position as indicated on the Unit Manning Document (UMD).

d. Det leadership requires AASLT as a pre-requisite for filling J-coded billet due to the high number of enlisted Airborne volunteers.

6.7.2. Det leadership will consider and select individuals for formal Army schools (e.g., BAC, AASLT, PFDR, SPIES/FRIES, Ranger School, etc.) based on level of physical fitness, duty performance, and justification for course.

6.7.3. Air Assault and Pathfinder volunteers will contact the AASLT/PFDR LNO and submit a memo stating that they are an Air Assault and/or Pathfinder School volunteer.

6.7.3.1. Personnel will review the Sabalauski Air Assault School website to see physical and administrative requirements.

6.7.3.2. Once the member has met the requirements, to include completion of the TSAAS Obstacle Course, the AASLT LNO will submit an FC 4137 to TSAAS by the appropriate suspense listed on the TSAAS website. We are an unallocated unit on Ft. Campbell, although slots can be used from the 19 ASOS if they go unfilled.

6.7.3.3. Prior to attending AASLT school, members are required to do an equipment layout with an AASLT trained individual.

CHAPTER 7 – ADMINISTRATION

7.1. Personal Performance Tracker (PPT).

7.1.1. PPTs document individual accomplishments and activities and are used as the backbone when writing EPR/OPRs, decorations, and awards packages.

7.1.2. At a minimum, members will submit their PPT to their respective supervisor on a quarterly basis; any greater frequency will be at the supervisor's discretion. Supervisors may utilize the Performance Tracker (Excel) template in the Professional Development folder if they so desire.

7.2. Performance Reports and Feedbacks: Prepare enlisted and officer performance reports IAW AFI 36-2406.

7.2.1. The Superintendent will maintain the Performance Report Tracker and the Performance Reports Calendar located on the shared drive (HQ Detachment Management\02 - DetSupt\01 - Personnel\02 - Performance Reports & Rating Chain). The Performance Report Tracker will automatically calculate the "start" and "due to Supt" dates, as well as feedback dates, which will determine calendar reminders.

7.2.1.1. For AMN and NCO EPRs, the start date is 60 days prior to closing date and the due date 30 days prior to closing date.

7.2.1.2. For SNCO EPRs and OPRs, the start date is 90 days prior to closing date and the due date 60 days prior to closing date.

7.2.1.3. All supervisors and subordinates will accept the reminders generated in Outlook mentioned above.

7.2.2. Submit AMN and NCO EPRs to the Det Superintendent for review NLT 30 days prior to the EPR closing date.

7.2.2.1. Per 18 WS/CC Memorandum, dated 22 May 2012, EPRs requiring Det 4 CC and/or 18 WS/CC signatures are due to the 18 WS CSS NLT 10 days prior to the closing date of the report.

7.2.3. Submit SNCO EPRs and OPRs to the Det Superintendent for review NLT 60 days prior to the EPR closing date.

7.2.3.1. Per 18 WS policy, SNCO reports requiring 18 ASOG/CC signature are due to the 18 WS CSS NLT 40 days prior to the closing date of the report.

7.2.3.2. Per 18 WS policy, SNCO EPRs requiring 93 AGOW/CC signature, as well as ALL Officer evaluations, are due to the 18 WS CSS NLT 50 days prior to the closing date of the report.

7.2.4. Routing of draft and final reports will be done electronically, using email, the shared drive or SharePoint, as directed by the Det CC, Det Superintendent or Ops NCOIC.

7.2.5. CSS will review, edit and route reports to the 18 WS Superintendent, First Sergeant, and Commander within 3 duty days. For SNCO EPRs and OPRs, CSS will complete appropriate checklist, request the one page AMS SURF, review, edit and route reports to the Superintendent, First Sergeant, and Commander within 3 duty days.

7.2.6. Performance Feedbacks: Prepare and administer initial, midterm, and follow-up feedbacks as applicable, IAW AFI 36-2406.

7.2.6.1. Raters are required to know when feedback sessions are due. As a courtesy, the Det Superintendent will notify ratee, rater, and rater's rater of the requirement for an upcoming feedback session in memo format.

7.2.6.2. Raters will prepare and conduct feedback sessions within prescribed timelines. Both ratee and rater will sign the Feedback Notification MFR, and the rater will file the MFR in the ratee's Personnel Information File (see Det Superintendent for access).

7.3. Decorations: Prepare and submit decorations IAW AFI 36-2803, and 93 AGOW Decorations Guide (2012).

7.3.1. For Army decorations, submit the draft write-up on DA Form 638 to the Det Superintendent for review NLT 60 days prior to the member's projected departure or retirement date. See the Ops NCOIC or Det Superintendent to determine the applicable routing for the decoration. Prior to submitting any Army decoration (PCS, exercise, etc.), coordination with Det leadership is required.

7.3.2. For AF decorations, submit narratives on the applicable template to the Det Superintendent for review NLT 10 days prior to the squadron timelines indicated below.

7.3.3. Submit the following documentation with all decorations: EPRs covering the inclusive dates of the decoration, narratives from decorations approved during the inclusive period, and the signed DÉCOR 6 (AF medals only).

7.3.4. Per 18 WS/CC policy, decorations requiring 93 AGOW/CC signature (MSM) are due to the 18 WS CSS NLT 60 days prior to presentation date.

7.3.4.1. Decorations requiring 18 ASOG/CC signature (AFAM, AFCM, and retirement MSM) are due to the 18 WS CSS NLT 35 days prior to presentation date.

7.3.4.2. For planning purposes, the desired presentation date is TWO WEEKS prior to member's projected departure date.

7.4. Recognition Program: Prepare and submit quarterly and annual awards IAW 93 AGOWI 36-2805.

7.4.1. Quarterly: Outstanding Performer of the Quarter awards are submitted for CGO, SNCO, NCO, AMN, CIV and WARRIOR (not rank specific). Prepare and submit nominations to the Det Superintendent IAW the instructions outlined in quarterly award email announcements.

7.4.1.1. Select no more than one deserving nominee from each rank category in your chain, i.e. only one AMN and one NCO, unless approved by Det Leadership. NOTE: The WARRIOR award recognizes leadership in primary duties only and is not rank specific; e.g., you can submit an NCO for WARRIOR and another NCO for OPQ with a full 1206.

7.4.1.2. Personnel with any negative Quality Force Indicators during the award period, i.e. PT test failures, administrative punishment, etc., are ineligible for nomination.

7.4.1.3. The Det Superintendent will convene a murder board consisting of senior Det leaders, who will determine final nominees for each category to represent Det 4 at the squadron level.

7.4.2. Annual: Outstanding Airman of the Year (OAY) awards are submitted for CGO, SNCO, NCO, AMN and CIV. Prepare and submit OAY nominations IAW the annual awards email announcements. Vetting and selection of nominees to represent Det 4 will be accomplished in the same manner as for quarterly award nominees.

7.4.3. Annual Functional Awards: These battlefield weather awards are submitted for CGO, SNCO, NCO, AMN, CIV, Staff Personnel and Unit level. ACC will disseminate guidance with requirements and timelines for these weather-unique awards.

7.5. In and Out-Processing.

7.5.1. Personnel will in-process the detachment by signing in and completing the Det 4 and 18 WS in-processing checklists. Personnel have 10 duty days to conduct in-processing following approved house hunting days.

Sections will coordinate times with the Ops NCOIC for the newcomer to in-process their section, so that it can be added to the schedule. The completed checklist will be turned in to the Det Superintendent and filed in the member's PIF. Inbound personnel that arrive during off-duty times (weekends and holidays) will contact their sponsor when they arrive in the area. They can also contact Det leadership, but must coordinate contact information ahead of time.

7.5.2. Personnel will out-process using the Det 4 out-processing checklist. Members are normally permitted two weeks to complete out-processing prior to their departure, but appointments prior to this time can be arranged through the member's supervisor and the Ops NCOIC.

7.5.3. Supervisors are responsible for arranging farewell functions for their departing members. Coordinate plans with the Det Superintendent.

7.6. Temporary Duty (TDY).

7.6.1. Orders.

7.6.1.1. All personnel will travel using DD Form 1610 orders. If placed on group orders with the Army, you must first get approval from Det leadership.

7.6.1.2. Most orders will be created using DTS. Contact the RA for funding information. Exceptions can include, but are not limited to, formal training courses.

7.6.1.3. Deployment orders will be processed through the UDM and the Scott AFB IPR (Individual Personnel Readiness).

7.6.2. Ensure your additional duties are taken care of during your absence by an approved designee.

7.6.3. Fill out a Det 4, 18 WS Travel Checklist and submit to the RA, who will in turn coordinate with the Det Superintendent/Ops NCOIC and ensure that Duty Status updates are sent up to Headquarters.

7.6.4. Upon return from TDY, and after your travel voucher is paid, you MUST show your supervisor (or next individual in your chain) your GTC balance of \$0.00.

7.7. Leave and Passes: Personnel will adhere to AFI 36-3003, and will submit all leave and pass requests through their supervisor (or the next individual in their chain of command in their absence) without exception. Supervisors are responsible for funneling these requests to the Ops NCOIC within a timely manner. The Ops NCOIC will coordinate with Det leadership before scheduling pass days. Pass days awarded for exercises will not be taken until AARs are submitted and all equipment is reconstituted, unless the supported Army unit's logistical timelines delay equipment return.

7.7.1. Leave: Personnel are reminded that all leave starts and stops in the local area. Per AFI 36-3003, Chapter 6, the local area is the place where the member lives and from which he or she commutes to the duty station.

7.7.2. Passes: Passes may not exceed 96 hours (4 days). Pass/weekend travel is limited to a 550 mile radius around the local area as defined above. Personnel traveling beyond this limit or traveling by air must take leave.

7.7.2.1. Personnel must ensure their responsibilities and tasks are up-to-date before departing on leave/TDY, and that they are fully covered by a Det Superintendent-approved designee during their absence. Failure to do so may result in leave denial or recall.

7.7.2.2. Personnel identified for a SWO team for any exercise support are not permitted leave/pass days within the 14-day period leading up to the exercise unless approved by the Det CC. Special requests (e.g. family wedding) should be routed through the appropriate chain of command.

7.7.2.3. While on pass, personnel away from their primary residence for more than 24 hours will provide their supervisor emergency contact information, to include address and telephone number.

7.7.2.4. In the event of an emergency or unforeseeable delay, personnel are required to notify their supervisor and Det leadership. Leave may be verbally extended or applied if the member is not already on leave status. However, delays resulting from failure to properly plan ahead may result in administrative action from the member's chain of command.

7.7.3. Birthday Pass: All members will receive a birthday pass to be used within their birthday month. Supervisors should see the Ops NCOIC or Det leadership for pass documentation. Members must submit pass requests through their supervisor, who will in turn coordinate through the Ops NCOIC for inclusion in the monthly schedule. Exceptions will be considered in the event of TDY/exercises and must be approved by the Det CC or Det Superintendent.

7.7.4. Air Assault, Pathfinder Pass: Members who successfully graduate from the U.S. Army Air Assault or Pathfinder school will receive a 1-day pass (or 2-day pass for Honor Grads). The pass will be awarded following graduation from the respective course. Deviations will be coordinated through the Ops NCOIC and approved by the Det CC or Det Superintendent.

7.7.5. Advanced Education: Enlisted members who earn their CCAF or Bachelor's degree and officers who earn a Master's degree while assigned to Det 4 will receive a 3-day pass. Passes will be only awarded upon update to the member's official academic records (AFIT Academic Coding Branch) and must be used within 90 days of graduation. Extensions for deployed personnel may be approved by the Det CC or Det Superintendent

18th WEATHER SQUADRON PATCH**SIGNIFICANCE**

Ultramarine blue and Air Force yellow are the Air Force colors. Blue alludes to the sky, the primary theater of Air Force operations. Yellow refers to the sun and the excellence required of Air Force personnel. The parachute is representative of the squadron's support of Army Airborne forces. The lightning bolt indicates the unit's ability to rapidly deploy to provide weather support, while the fleur-de-lis alludes to the unit's heritage from the Army Signal Corps in France, during WWI.

18th WEATHER SQUADRON UNIT HISTORY

1942 – 18th Weather Squadron activated at Bolling Field, Washington DC. (2 May 1942)

1942 – 18th Weather Squadron moved to England (July 1942)

1944 – 18th Weather Squadron moved into France (December 1944)

1945 – 18th Weather Squadron moved to Wiesbaden, Germany (26 October 1945)

1948 – 18th Weather Squadron units supported the Berlin Airlift

1960 – 18th Weather Squadron deactivated at Wiesbaden, Germany. (3 October 1960)

1994 – 18th Weather Squadron reactivated at Fort Bragg (1 Jul 1994)

2003 – 18th Expeditionary Weather Squadron established in Kuwait in support of the opening stages of Operation IRAQI FREEDOM.

2007 – UFN 18th Expeditionary Weather Squadron established in Baghdad, Iraq in support of Operation IRAQI FREEDOM.

2008 -- 18th Weather Squadron assumed command of weather teams previously assigned to ASOSs. This added Detachments at Fort Campbell, Fort Drum and Fort Stewart and Fort Polk to the squadron.

Since reactivation the unit has participated in Operations RESTORE and UPHOLD DEMOCRACY in Haiti, RESTORE HOPE in Somalia, JOINT ENDEAVOR and JOINT GUARD in Bosnia, SAFE BORDER in Ecuador, SOUTHERN WATCH in Saudi Arabia, ENDURING FREEDOM in Afghanistan and IRAQI FREEDOM in Iraq.

DETACHMENT 4 PATCH & HERITAGE



The Air Force Forecasters have been providing weather support to the 101st Airborne since before WWII. We were then known as the Army Air Corps. At H-hour minus five, on 6 June 1944, Sgt Charlie Staub parachuted into Normandy with the Screaming Eagles. His mission was to relay weather conditions from the front lines to ships offshore. He jumped 600 feet into the hedgerows with the 502d Parachute Infantry Regiment. Linking up with troops from the 506th, they were making their way toward the rally point when German soldiers fired on them. Sgt Staub sustained three rifle wounds and was eventually knocked unconscious by a grenade...before he could transmit his first weather observation. Sgt Staub went on to serve with distinction with his division during the Korean War, where he voluntarily traveled through guerrilla infested areas to inspect and repair weather equipment.

Today Det 4 continues to provide weather support in garrison and down range with the 101st “Screaming Eagles” Airborne Division (AASLT), the 101st (Wings of Destiny) and the 159th (Eagle Thunder) Combat Aviation Brigades as well as the 1st (Bastogne), 2nd (Strike) and 3rd (Rakkasans) and 4th (Currahee) Brigade Combat Teams.

DETACHMENT 4 MASCOT

When the detachment separated from the 19 ASOS and was established 1 Oct 08, the unit moved into a temporary building, the “admin trailer”, behind the 19 ASOS. Living under that trailer was a very stubborn and fat groundhog. His determination and ability to evade numerous pest control workers has come to embody Det 4’s fighting spirit (but not his PT habits). The Detachment’s second Commander and Det Superintendent devised a plan to honor the unit’s mascot with a stuffed groundhog statue. The groundhog holds a Kestrel aloft in a pose originally struck by the Det’s own Mr. Rohl on the cover of Observer Magazine during the initial stages of OIF.